



Hong Kong Institute of  
**Certified Public Accountants**  
 香港會計師公會

To : Hong Kong Institute of CPAs  
 27/F., Wu Chung House, 213 Queen's  
 Road East, Wanchai, Hong Kong  
Attn.: Admission Department  
 Tel. : (852) 2287-7091/ 2287-7042/ 2287-7255  
 Email : admission@hkcipa.org.hk

## Membership Record Amendment Coupon

(Please read the Notes in page 2 before completing this Coupon)

Full name in BLOCK letters: \_\_\_\_\_

Membership No.: \_\_\_\_\_

QP / JES Student No.: \_\_\_\_\_

**Note:** If you are currently a registered student of the Institute, please provide student number such that necessary action can be taken to update your respective records accordingly.

1. **Change of contact details:** (Notes 2 & 3) **Change effective from:** (dd/mm/yyyy) \_\_\_\_\_

a. **Address:**

**Residential:** \_\_\_\_\_

\_\_\_\_\_

**Business:** \_\_\_\_\_

\_\_\_\_\_

**P.O. Box:** \_\_\_\_\_

**Note:** If you are working/ residing in Mainland China, in order to avoid loss of mails/ delay in receiving mails from the Institute, please consider providing address in Chinese for our updating.

**Correspondence address:** (Please "✓" the appropriate box.)

Residential address  Business address  P.O. Box

b. **Mobile:** **Country code:** \_\_\_\_\_ **Mobile no.:** \_\_\_\_\_

**Office:** **Country code:** \_\_\_\_\_ **Phone no.:** \_\_\_\_\_ **Fax no.:** \_\_\_\_\_

**Residential:** **Country code:** \_\_\_\_\_ **Phone no.:** \_\_\_\_\_ **Fax no.:** \_\_\_\_\_

c. **Email address:** \_\_\_\_\_

2. **Change of employment details:** **Date of Commencement:** (dd/mm/yyyy) \_\_\_\_\_

a. **Name of employer:** \_\_\_\_\_

b. **Position:** \_\_\_\_\_

**Note:** For members who have registered as an Authorized Supervisor of the Institute, please also complete Form EIU – Employment Information Update Form for Authorized Supervisors which is obtainable from the Institute's website.)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
 (dd/mm/yyyy)

**P.T.O.**

## NOTES

### Note 1 –

- a) **Personal Data (Privacy) Ordinance:** All information provided in this form will be used by the Hong Kong Institute of Certified Public Accountants ("the Institute") for purposes of exercising its powers under the Professional Accountants Ordinance ("PAO") and its subsidiary legislation (Cap 50) and administering or enforcing the relevant provision of the PAO and its subsidiary legislation, and for any other legitimate purposes as may be required, authorized or permitted by law. The Institute will also use your personal data provided in this form for statistical research and analysis and for other uses internally.

The provision of personal data by means of this form is voluntary. Data collected may be accessible by the Institute's officers, persons or committees processing registration and related matters. Please refer to the Institute's privacy policy and personal information collection statement on its website at: [www.hkicpa.org.hk](http://www.hkicpa.org.hk).

Under the Personal Data (Privacy) Ordinance, members have a right to request access to and correction of their personal data kept by the Institute. If you wish to exercise these rights, please email [admission@hkicpa.org.hk](mailto:admission@hkicpa.org.hk) or contact the Admission Department at (852) 2287-7228.

- b) The Institute also intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. You may opt out from receiving such materials at any time in MyCPA.
- c) Unless otherwise agreed, hard copies of any documents containing your personal data that you provide to the Institute will become the property of the Institute and will not be returned to you. The Institute will destroy any documents it holds in accordance with its internal policy and applicable laws.

### Note 2 –

Please note that under section 22 of the PAO, the Institute shall keep a register of certified public accountants for public inspection at its office without charge. As such, your name, membership number, part of your address(es), and the qualification by virtue of which you are registered will be entered into the said register as required by the PAO.

### Note 3 –

Any change in contact details or employment should be notified to the Institute in writing within one month thereof.

### Note 4 –

The Institute corresponds with members in electronic format via email. However, in addition to an email address, members are still required to provide a correspondence address that is easily/ regularly accessible by him/ her to which all communications and notices from the Institute, such as general meeting notices and documents in relation to Council election may be addressed.

### Note 5 –

- a) Members may also view and update your personal particulars posted in the "Profile" under MyCPA in the Members' area of the Institute's website at: [www.hkicpa.org.hk](http://www.hkicpa.org.hk).
- b) For members who wish to change their name in the register of certified public accountants, please send your duly signed written request along with relevant supporting document, e.g. a copy of Hong Kong identity card or deed poll, bearing your new name, and a handling charge of HK\$775 to the Institute by post.
- c) Practising certificate holders who wish to change their practice mode or registered office are required to provide the updated information to the Institute by post with relevant supporting document(s) where appropriate for the purpose. For enquiries, please contact the Admission Department on telephone number: (852) 2287-7069 or 2287-7049.

### Note 6 –

Since email is an unidentifiable means of communication, in order to protect the accuracy of the personal data of the members, the Institute will not act upon email requests for change of personal particulars.

### Note 7 –

Please allow two working days for processing the duly signed Amendment Coupon received from you.